

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

ASSOCIATE ACCOUNTS EXAMINER #OC106560

Office of the Commissioner – Audit Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Associate Accounts Examiner

Location: 410 Capitol Avenue, Hartford, CT 06106

Job Posting No: OC75929

Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

Salary Range: \$71,988.00 - \$92,585.00

Posting Date: November 21, 2013

Closing Date: November 27, 2013

Eligibility Requirement:

Candidates must have applied for and passed the Associate Accounts Examiner exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include: Performs internal audits of DMHAS business practices and procedures, regulations and policies and recommends corrective action as required; examines multiple complex accounts and develops comprehensive audit reports including statements, narratives, schedules, etc.; reviews billing and clinical records for compliance with Department regulations and policies; reviews audit reports for compliance with State Single Audit requirements; reviews whistleblower complaints and conducts fraud examinations referred to DMHAS by the Office of the Attorney General, State and Federal agencies; provides recommendations based upon findings; performs related duties as required.

Preference will be given to those candidates that have obtained **THE FOLLOWING CERTIFICATIONS: CERTIFIED PUBLIC ACCOUNTANT, CERTIFIED INTERNAL AUDITOR, CERTIFIED FRAUD EXAMINER OR CERTIFIED FORENSIC ACCOUNTANT.**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Edra.Knight@ct.gov

N AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(P-5)**